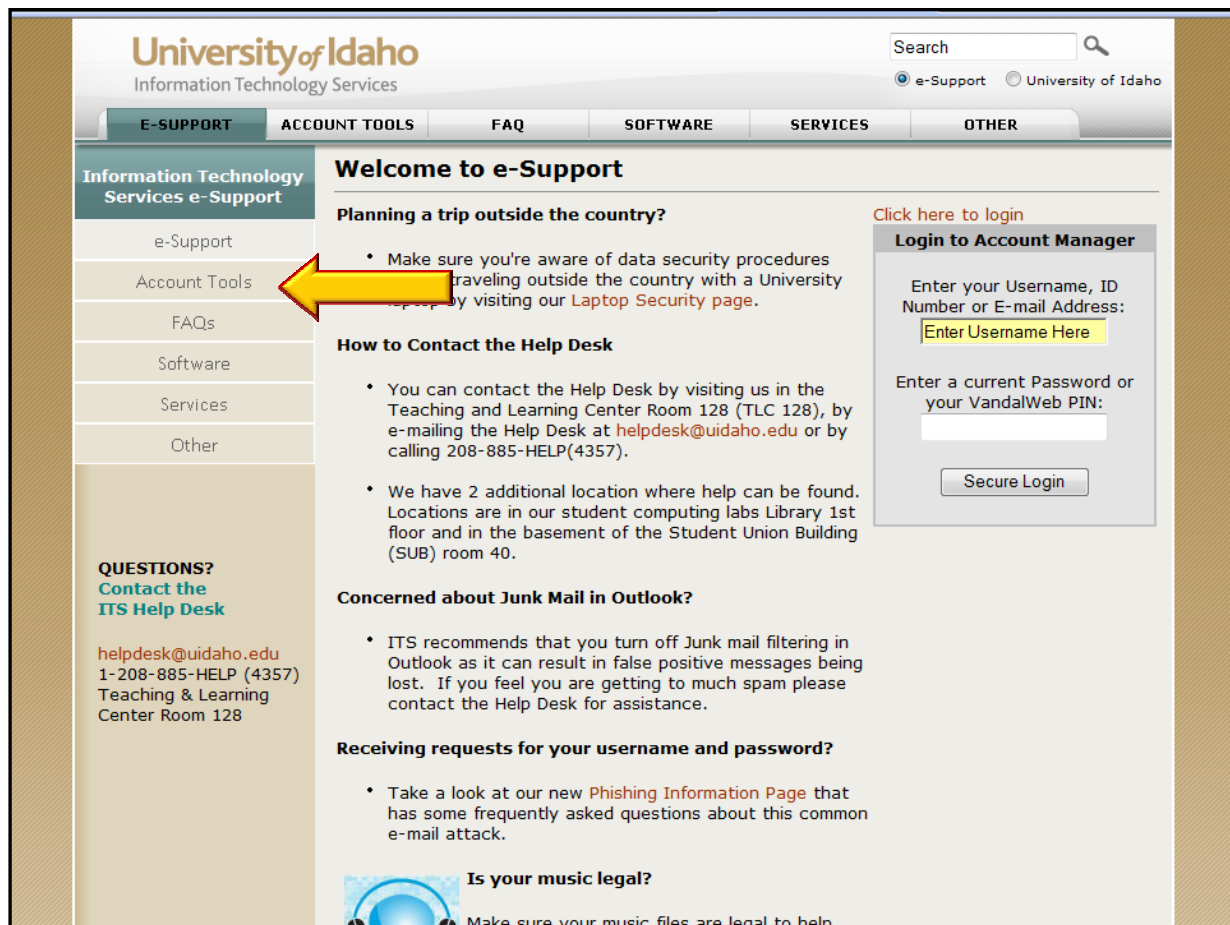


How to change your U of I password

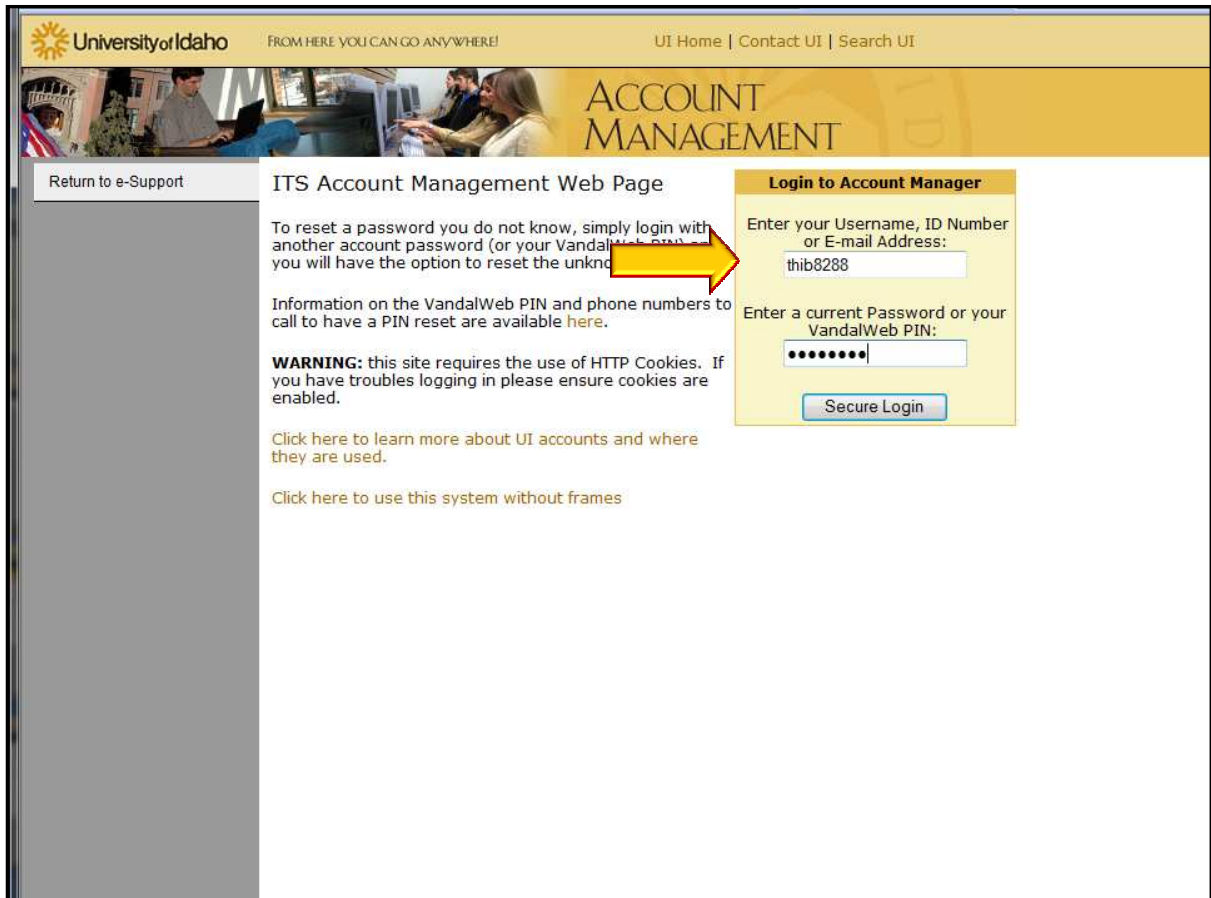
These instructions are for those that need to change their passwords after initially receiving it, or if it is about to expire.

For those who have lost their passwords or whose passwords no longer work, your password needs to be reset. This can be done by contacting helpdesk@uidaho.edu, or for additional assistance helpdesk@nifft.gov. Once you have received a password, you can change it using the following instructions.

1. Go to: <http://helpdesk.uidaho.edu>
2. Click on “Account Tools” in the upper left of the page



3. Enter your current username and password in the upper right



The screenshot shows the University of Idaho ITS Account Management Web Page. The header includes the University of Idaho logo, the tagline "FROM HERE YOU CAN GO ANYWHERE!", and links for "UI Home", "Contact UI", and "Search UI". The main heading is "ACCOUNT MANAGEMENT". On the left, there is a "Return to e-Support" link. The main content area is titled "ITS Account Management Web Page" and contains instructions for resetting a password, information about VandalWeb PIN and phone numbers, a warning about HTTP Cookies, and links to learn more about UI accounts and to use the system without frames. On the right, there is a "Login to Account Manager" form with two input fields: "Enter your Username, ID Number or E-mail Address:" (containing "thib8288") and "Enter a current Password or your VandalWeb PIN:" (containing "*****"). A "Secure Login" button is at the bottom of the form. A yellow arrow points from the text "Enter your current username and password in the upper right" to the login form.

University of Idaho FROM HERE YOU CAN GO ANYWHERE! UI Home | Contact UI | Search UI

ACCOUNT MANAGEMENT

Return to e-Support

ITS Account Management Web Page

To reset a password you do not know, simply login with another account password (or your VandalWeb PIN) and you will have the option to reset the unknown password.

Information on the VandalWeb PIN and phone numbers to call to have a PIN reset are available [here](#).

WARNING: this site requires the use of HTTP Cookies. If you have troubles logging in please ensure cookies are enabled.

[Click here to learn more about UI accounts and where they are used.](#)

[Click here to use this system without frames](#)

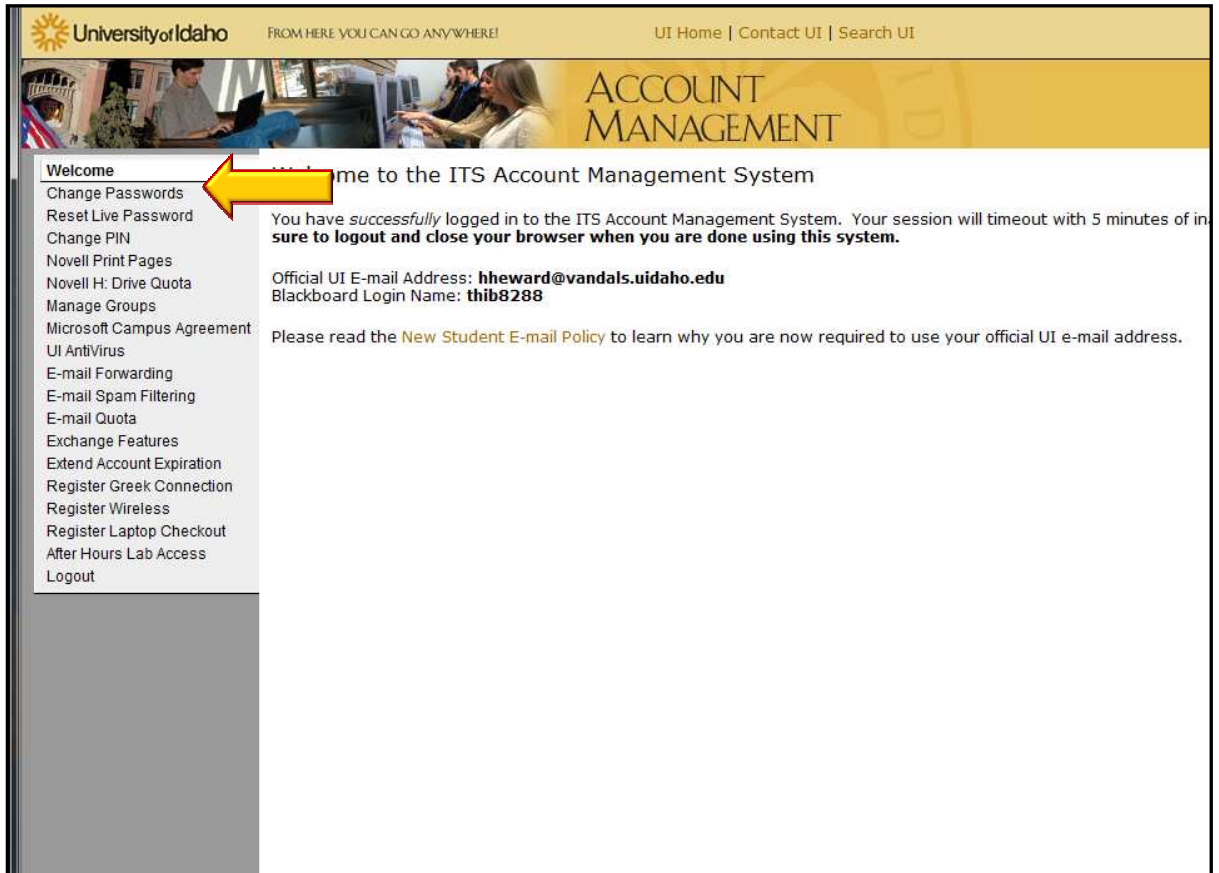
Login to Account Manager

Enter your Username, ID Number or E-mail Address:
thib8288

Enter a current Password or your VandalWeb PIN:

Secure Login

4. Select "Change Passwords" from the upper right



The screenshot shows the University of Idaho ITS Account Management System after a successful login. The header is the same as the previous screenshot. The main content area is titled "Welcome to the ITS Account Management System" and contains a message about the session timeout, the official UI E-mail Address (hheward@vandals.uidaho.edu), the Blackboard Login Name (thib8288), and a link to the New Student E-mail Policy. On the left, there is a sidebar with a "Welcome" section and a list of links. A yellow arrow points from the text "Select 'Change Passwords' from the upper right" to the "Change Passwords" link in the sidebar.

University of Idaho FROM HERE YOU CAN GO ANYWHERE! UI Home | Contact UI | Search UI

ACCOUNT MANAGEMENT

Welcome to the ITS Account Management System

You have *successfully* logged in to the ITS Account Management System. Your session will timeout with 5 minutes of inactivity. **Be sure to logout and close your browser when you are done using this system.**


Official UI E-mail Address: hheward@vandals.uidaho.edu
Blackboard Login Name: **thib8288**

Please read the [New Student E-mail Policy](#) to learn why you are now required to use your official UI e-mail address.

Welcome


- Change Passwords
- Reset Live Password
- Change PIN
- Novell Print Pages
- Novell H: Drive Quota
- Manage Groups
- Microsoft Campus Agreement
- UI AntiVirus
- E-mail Forwarding
- E-mail Spam Filtering
- E-mail Quota
- Exchange Features
- Extend Account Expiration
- Register Greek Connection
- Register Wireless
- Register Laptop Checkout
- After Hours Lab Access
- Logout

5. Follow the directions to create and save your new password

University of Idaho

FROM HERE YOU CAN GO ANYWHERE!

UI Home | Contact UI | Search UI



ACCOUNT
MANAGEMENT

Welcome

Change Passwords

Reset Live Password

Change PIN

Novell Print Pages

Novell H: Drive Quota

Manage Groups

Microsoft Campus Agreement

UI AntiVirus

E-mail Forwarding

E-mail Spam Filtering

E-mail Quota

Exchange Features

Extend Account Expiration

Register Greek Connection

Register Wireless

Register Laptop Checkout

After Hours Lab Access

Logout

Change Passwords

Important guidelines for choosing a secure/useable password.
Please read these prior to changing your password. For your convenience, our password changing utility will check your common dictionary words and the recommended length and character guidelines.

- Your password must be at least 6 characters long and no longer than 20.
- Password must contain characters from three of the following categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Nonalphanumeric characters (e.g., !, \$, #, %)
- Passwords should not contain portions of your name.
- Words found in common dictionaries should not be used unless the spelling is altered or the words are 3 characters or less.
- Passwords should be changed often!
- All passwords should be treated as CASE SENSITIVE although not all systems require this.
- [Click here to view information on security issues at the University of Idaho](#)
- Note: these rules do not apply when changing a Banner password.

Select	Username	Resource	Pwd Exp Date	Group Acct
<input checked="" type="checkbox"/>	thib8288	Novell/Active Directory/Blackboard/Unix Account		N

Select a new password:

☒ Enter a NEW password selected by you
Please enter your **new** password

Please confirm your **new** password

☐ Use a random NEW password selected by computer
PEA/{mim

By changing your account password you agree to the following statements: